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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Assistant Director for Research and Reports

SUBJECT: Proposed Basic Intelligence Course

DATE: 5 November 1952

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1. This Office appreciates the opportunity of examining the proposed basic intelligence course. We hope that incoming ORR personnel will be directed to projects oriented toward problems of the Soviet Bloc economy. Projects on industries, commodities, trade, economic organization, industrial regions, and other segments of the Soviet economy would serve the needs of ORR better than the proposed country estimates. In this respect we would like to point out that much open material exists on these subjects which has not been exploited by this Office (e.g. National Archives, Library of Congress, retired State Department Embassy files, etc.)

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2. More specific and heightened emphasis on research methods, techniques, documentation and report writing would also be helpful to this Office. ORR also feels the need for its incoming analysts to have developed an aptitude in the accurate and logical use of the English language, including technical terms.

3. We suggest the possibility of ORR personnel undertaking self-familiarization with the cyrillic alphabet as standard project work outside of duty hours.

4. For what it is worth, we pass along one division suggestion that orientation of new personnel to occupational frustrations should be given prior to the efficient, high-intellectual content of the proposed course in order not to precipitate the novice into a wholly unprepared reaction to actual work conditions and problems.

5. Staff members including all division chiefs and chiefs of areas have been most enthusiastic about the contents and scope of the course.

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